

Terms of Reference

Post:	Auditor
Post Type:	Full time and permanent
Function:	Investment Compliance and Internal Audit

Reporting Relationships

The Auditor will report to Director, Investment Compliance and Internal Audit.

Overall Responsibilities

The main responsibility of the Auditor will be to assist and carry out activities related to investment compliance, risk management and internal audit function of MPAO.

Specific Duties

- Assist in preparation, implementation and monitoring of guidelines, processes and procedures related to investment compliance.
- Assist to carryout periodic review and revision of the above mentioned guidelines, processes and procedures.
- Carryout pre and post trade compliance checks of the investments
- Prepare reports on investment compliance activities to various internal stakeholders
- Assist in the development of internal audit program to ensure that all functions are subject to systematic review.
- Manage the planning, fieldwork, and reporting for operational audits to ensure compliance with established policies and procedures.
- Review audit work papers
- Assist to carry out audits of functions to ensure that procedures are operating effectively
- Carry out ad hoc audit reviews to investigate any areas identified by management.
- Prepare reports based on the findings of audits and investigations conducted.
- Monitoring and reporting on the audit activities to Division and Department heads

- Liaising and coordinating activities of external auditors hired to conduct internal audits.
- Assist to review risk management policies and procedures
- Provide assistance to conduct risk assessments, to identify and assess the risks facing the institution
- Providing support in preparation of relevant risk reports and monitoring risk activities of the institution
- Assisting other departments during official events and functions organised by the office.
- Any other relevant responsibilities and tasks assigned by the Director, Investment Compliance and Internal Audit or the MPAO management.

Qualifications / Work Experience

- A Bachelor's Degree or equivalent professional qualification with specialization in any one or any combination of the following;
 - i. Auditing
 - ii. Accounting
 - iii. Risk Management
- Minimum 3 years' professional work experience in auditing, risk management or related field.
- Experience in leading and supervising a team of staff.
- Good technical auditing skills.
- Familiarity with auditing systems.
- Fluency in written and spoken Dhivehi and English language is essential.

Additional Desired qualifications

- Possession of a Certified Internal Auditor (CIA) designation.

Competencies

- Expertise in the areas of auditing and compliance, and risk management, with a thorough understanding of auditing, financial reporting, enterprise risk management and compliance.
 - Proven knowledge of international auditing standards and procedures.
 - Excellent and effective communication (verbal and written) skills, including the ability to prepare concise reports and deliver presentations, making and defending recommendations.
 - Sound judgment in making decision and resolving issues / problems.
 - Ability to manage and prioritize multiple tasks.
 - Ability to evaluate systems and procedures and develop improvements
 - Organizational, management and administrative skills and experience.
 - Experience in using computers, Microsoft Office software package, QuickBooks and other relevant auditing and accounting software.
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